

Minimum Standards for Digital Imaging or Scanning Textual Documents

Standards for additional formats to follow.

For further information please call the State Archives 602-926-3720.

Scan Resolution assumes 100% scan ratio and original 8 ½" by 11".

Textual Documents with or without Illustrations in text	Retention of records 20 years or less			Retention of records 21 years to permanent		
	Minimum scan resolution	Save as file format	Additional Notes	Minimum scan resolution	Save as file format	Additional Notes
					Use lossless compression	Some exceptions may apply
<i>DETAILS</i>						
Clean, high contrast documents with smallest character of 1.0mm or larger, text only	200 dpi bitonal	PDF TIF (group 4 or 6)	OCRing will require 300 dpi	400 dpi	TIFF (RAW or group 6) PDF/A	Grayscale as needed
Documents with handwritten notes/markings, low contrast, half-tone illustrations, photographs or poor legibility	300 dpi grayscale	PDF TIF (group 4 or 6)		600 dpi grayscale	TIFF (RAW or group 6) PDF/A	
Documents and items where color is important for accurate representation	300 dpi 24-bit color	JPEG PDF		600 dpi 32-bit color	TIFF (RAW or group 6) PDF/A	

Your scanning request must be approved by the Records Management Division, Arizona State Library, Archives and Public Records. Please contact Jerry Lucente-Kirkpatrick at: 602-926-3820.

Note : Careful attention must be paid to metadata, file naming schemas, directory structure, versioning, naming of derivative files, long term storage, migration, backup and disaster recovery to ensure "faithful reproduction" and access to the document over time.

"Faithful digital reproductions are digital objects that are optimally formatted and described with a view to their quality (functionality and use value), persistence (long-term access), and interoperability (e.g. across platforms and software environments). Faithful reproductions meet these criteria, and are intended to accurately render the underlying source document, with respect to its completeness, appearance of original pages (including tonality and color), and correct (that is, original) sequence of pages. Faithful digital reproductions will support production of legible printed facsimiles when produced in the same size as the originals (that is, 1:1)." (Quoted from: Digital Library Federation's Benchmark for Faithful Digital Reproductions of Monographs and Serials at <http://www.diglib.org/standards/bmarkfin.htm> and supported by Federal Agencies Initiative Still Image Working Group's Technical Guidelines for Digitizing Cultural Heritage Materials http://www.digitizationguidelines.gov/guidelines/FADGI_Still_Image-Tech_Guidelines_2010-08-24.pdf .)

Note:

- These are general recommendations. Considerations such as original document size, quality, legibility, image characteristics (spatial resolution, signal resolution, and color mode) and intended use will be needed to be taken into account digital reproductions.
- Scan resolution assumes 100% scan ratio (1:1).
- This table provides the *minimum* guidelines for digitization. Use the appropriate standard in the table above that most closely matches the overall content of the items you wish to digitize.
- Quality control will need to be performed consistently throughout the process to ensure quality of scans. Check with Records Management Division for quality control requirements.
- Digitization thresholds need to be adjusted based on contrast of original document. You must evaluate the digital output quality to verify that the digitized version accurately represents the content of the original document.
- You must evaluate the legibility of the scans regardless of meeting standards. Meeting minimum standards does not imply legibility of the digital reproduction.

These standards are based, in part, on the following:

Federal Agencies Initiative Still Image Working Group's Technical Guidelines for Digitizing Cultural Heritage Materials

http://www.digitizationguidelines.gov/guidelines/FADGI_Still_Image-Tech_Guidelines_2010-08-24.pdf

A Framework of Guidance for Building Good Digital Collections - NISO Recommended Practice

<http://www.niso.org/publications/rp/framework3.pdf>

Technical Guidelines for Digitizing Archival Materials for Electronic Access

<http://www.archives.gov/preservation/technical/guidelines.html>